GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT
Polk County, Georgia

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by any person who wishes to file a complaint alleging discrimination on the basis of disability in the provision of service, activities, programs or benefits by the Polk County Board of Commissioners. The Polk County Personnel Policies Ordinance govern employment related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination including name, address, and telephone numbers of the complainant as well as the dates, time, location, and description of the incident or issue. Alternate means of filing a complaint will be made available, upon request, for persons with disabilities.

The filing should be submitted by the complainant or his/her designee as soon as possible, but in all cases, no later than 60 calendar days following the alleged incident. The filing should be sent to : County Manager
P.O. Box 268
Cedartown, GA 30125
or delivered to the County Manager's Office, Administration Building, 144 West Ave., Cedartown.

Within 15 calendar days after receipt of the complaint, the County Manager (ADA Coordinator) or designee will meet with the complainant to discuss the issue and possible resolutions. Within 15 calendar days following this meeting the County Manager (or designee) will respond in writing in a format accessible to the complainant. The response shall report findings and offer potential solutions.

If the written response does not satisfactorily resolve the issue, the complainant shall notify the County Manager who, in turn, shall notify the Board of Commissioners and a Commission Committee shall be named to meet with the complainant for a final resolution. All written complaints, appeals and responses shall be maintained in a designated file for 3 years in the County Clerk's Office.

POLICY STATEMENT

TITLE VI NON-DISCRIMINATION

Polk County, Georgia assures that no person shall on the grounds of race, color, national origin, sex, age, handicap or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any county program or activity.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not.

In the event Polk County distributes federal or state aid funds to a sub-recipient, Polk County will include Title VI language in all written agreements and will monitor for compliance.

Polk County is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulation and 49 Code of Federal Regulation 21.

This Policy Statement adopted the 3rd day of April, 2012 by the Polk County Board of Commissioners.

Clint Hartley

Chairman

attest: Dawn Turner

Clerk